

City of Waukesha

PLAN COMMISSION SUBMITTAL CHECKLIST

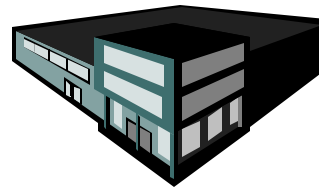
Commercial Developments



City of Waukesha

201 Delafield St., Room 200
Waukesha, WI 53188

Phone: 262-524-3750
Fax: 262-524-3751
Website: www.ci.waukesha.wi.us



An Equal Opportunity Employer

Tel. 262-524-3750

Additional Submittal Requirements

The following items must be completed before building permits are issued:

1. **Certified Survey Map.** A Certified Survey Map must be submitted showing all rights-of-way, easements, existing



"The Plan Commission may require posting a bond..."

buildings, and exact net area as per Section 23.051 of the Municipal Code. A subdivision plat may be accepted as an alternative. A full size, photographic mylar reproducible tracing shall be submitted to the Engineering Department.

2. **Payments, Dedications, and Improvements.** All payments, dedications, and improvements required and regulated by the Code of the City of Waukesha, shall apply to Commercial Planned Unit Developments and Shopping Cen-

ters, and shall be filed in the proper office of the City before issuance of building permits.

3. **Bonds.** The Council may require the posting of a surety bond prior to the issuance of building permits to guarantee timely completion of all obligations in the contract and in compliance with approved Final Development Plans.

Need more information?

Please contact the City Planner at (262) 524-3750 or check out our website at:

www.ci.waukesha.wi.us

Commercial Development - Submittal Checklist

The PLAN COMMISSION requires seven (7) complete collated sets of all items listed below. One set should be colored for presentation. A digital copy must also be submitted. They must be full-size sets and must be submitted to the Department of Community Development by 4:00 pm on Tuesday of the week before a Plan Commission meeting in order to be placed on the agenda for that meeting:

Preliminary Plan Review

1. A **Written Statement** containing a general description of the project, including ownership, the number of phases for development, if more than one, the area of each phase, the area of each building, and the number of parking stalls provided.
2. A **Plat of Survey** by a registered land surveyor, showing thereon the exact net area of the site, and of each phase, if more than one phase.
3. An **Accurate Scale map** of the proposed development at an engineers scale of at least 1"=40' showing the following where applicable:
 - ??Existing and proposed topography referenced to City datum and platted at 2 foot contour intervals. These contour lines must extend at least 20 feet onto surrounding properties;

??All existing rights-of-way, easements, pavements, structures, utilities, drainage facilities, lot lines and natural feature such as all trees over 6 inches in diameter, wooded areas, streams, ponds, wetlands, floodplain;

??Location, dimensions and grades of all proposed structures, with each structure referenced to the building plans, and including (on drawing) the locations and grade of all buildings within 100' of property;

??Proposed topography showing grades of all proposed roadways, drives, walks and parking area; and stormwater management facilities.

??Generalized landscaping plan showing areas to be planted and nature of plantings; and

??General utility system plans, including sanitary sewer, storm drainage and water distribution, in sufficient detail to allow evaluation of their adequacy. The developer shall consult with the Engineering Department and the Water Utility for direction.

4. **Building Plans** of sufficient detail to illustrate the architectural character of every building including the following:

??Partial building elevation sketches indicating representative materials, finishes, and architectural style, with reference to all sides of every building, together with representative floor plans.

??A **Review Fee** equal to \$300 plus \$15/1000 sq. ft of building.



Final Plan Review

1. An **Accurate Detailed Grading Plan** at an engineers scale of at least 1=40' showing the following:
 - ?? The precise locations and dimensions of all proposed structures including proposed first floor grades and garage floor grades. Distances between structures and from structures to property lines must be accurately shown.
 - ?? The precise locations, dimensions, and grades of all other site details, including signs, lighting, trash enclosures, storage buildings snow storage areas, storm sewer inlets, retaining walls, fences, and all existing trees proposed to be saved. Detailed spot grades must be shown at the top and bottom of all proposed retaining walls and along the bottom of all proposed drainage swales
 - ?? The precise location, dimensions, and detailed spot grades of all proposed roadways, driveways, parking areas and walks including future sidewalks on public right-of-ways. Spot grades must be shown at the corners of all parking areas and walkways and along the edges of all roads and drives, including the top and bottom of curbs.
 - ?? Actual surveyed spot grades showing the existing grades wherever proposed development is proposed to blend with existing development, such as along any existing sidewalks, or along the property lines of adjoining properties.
 - ?? All grades shall be referenced to City Datum.
2. A stormwater management plan showing details of how and where stormwater will be handled.

3. An accurate **Landscaping Plan** showing all proposed plant materials with location, type and size of all proposed plants and the location of all existing plants to be saved.
4. An accurate **Utility Plan** showing existing and proposed sanitary sewer, storm sewer, water lines, gas, telephone, and electric lines and transformer locations. Plans shall be precisely engineered including locations, grades, materials, and sizes and shall show connections to existing utilities. Plans shall include easements over utility lines as may be required.
5. **Building Plans** for every building shall include the following:
 - ??Precise floor plans of every floor of every building.
 - ??Precise elevation drawings of all exterior sides of buildings, indicating materials, finishes, and colors, and all exterior mechanical appurtenances such as heating or air conditioning equipment and vents and satellite dishes; and rooftop screening.
6. **Other Plans** showing the exact design and dimensions of all other structures, such as trash enclosures, retaining walls, light fixtures, storage buildings, and fences.
7. A **Review Fee** equal to \$200 plus \$10.00 per 1,000 square foot of building.

City of Waukesha

201 Delafield St., Room 200
Waukesha, WI 53188

Phone: 262-524-3750
Fax: 262-524-3751
Website: www.ci.waukesha.wi.us